



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection • Watershed Permitting Program  
Surface Water Discharge (NPDES) • Non-Industrial Wastewaters

**BRP WM 11 Permit and Plan Approval for Non-Contact Cooling Water**

## **Instructions and Supporting Materials**

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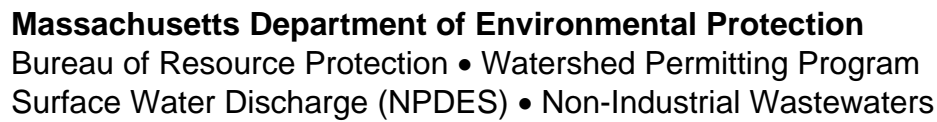
### **Introduction**

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



## 1. What is the purpose of NPDES Permits?

## 2. Who must apply?

- Any agency or political subdivision of the Commonwealth
- Any federal agency
- Any public or private:
  - corporation
  - authority
  - individual
  - partnership
  - association, or
  - other entity

### 3. What is the application fee?

#### 4. What is the Primary Permit Location?

**Department of Environmental Protection  
Division of Watershed Management  
627 Main Street, 2nd Floor  
Worcester, MA 01608**

## 5. What are the timelines?

| Permit Category | Administrative and Technical Review | Supplemental Technical Review (if needed) | Review of Public Comments |
|-----------------|-------------------------------------|---|---------------------------|
| BRP WM 11a      | 30                                  | 30  | 30                        |



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# **BRP WM 11**

## **Permit Fact Sheet**

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The timelines established for each category consist of an Administrative/Technical Review period and, if a public comment period is required, additional time to review comments received. If an application is found to be deficient, applicants are given the opportunity to correct the discrepancy and the Department then conducts a supplemental technical review.

### **6. What are annual compliance fees?**

Annual compliance fees are assessed on facilities holding DEP permits. Assessments begin in the state fiscal year following the year the permit is issued.

**\$100:**

Discharge of non-process water not subject to anti-degradation provisions of 314 CMR 4.00, excluding 310 CMR 4.10(6)(tt) permits, effective 11/30/94.

The following entities are exempt from Annual Compliance Fees:

- Massachusetts state agencies
- Massachusetts cities, towns, counties, districts
- Municipal housing authorities, and federally recognized Indian tribe housing authorities.

### **7. How long is the notice of intent in effect?**

Federal and state regulations each stipulate that NPDES permits be issued for a period, "not to exceed 5 years". Permits may be issued for less than 5 years.

### **8. How can I avoid the most common mistakes made in submitting an application?**

- Make sure the application is signed and dated in ink by a legally responsible official.
- Submit a copy of the DEP Transmittal Form and the completed application forms to the DEP Watershed Permitting Program.
- Submit fee and a copy of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

### **9. What are the state regulations that apply to these permits? Where can I get copies?**

These regulations include, but are not limited to:

- Surface Water Discharge Regulations, 314 CMR 3.00.
- Surface Water Quality Standards, 314 CMR 4.00.
- Wastewater Treatment Plant Operators, 257 CMR 2.00.
- Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

**State Bookstore (in State House)**  
Room 116  
Boston, MA 02133  
617-727-2834

**State Bookstore**  
436 Dwight Street  
Springfield, MA 01103  
413-784-1376



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# **BRP WM 11**

## **Instructions**

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If your discharge consists solely of non-contact cooling water, with no biocides or other additives except those used for pH adjustment, you may qualify for the general NPDES permit for non-contact cooling water. See the Federal Register [http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2000\\_register&docid=00-10186-filed](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2000_register&docid=00-10186-filed) for a complete description of this permit. The MADEP will perform the technical review of the application and issue an approval letter to EPA. EPA will then issue the permit. If there are any questions, call 508-767-2856, fax 508-791-4131, or email [kathleen.keohane@state.ma.us](mailto:kathleen.keohane@state.ma.us).

The applicant should prepare three packages: DEP Application; Transmittal Form and check; and EPA Application.

a. The DEP application package should include the application form and the transmittal form with a copy of the check.

- The application form, BRP WM 11a, Request for General Permit Coverage, Surface Water Discharge of Non-Contact Cooling Water. This form is available on the MADEP web site: <http://www.state.ma.us/dep/brp/wm/wshforms.htm#permits>. Important items include name and address, number of outfalls, average and maximum flow, temperature, pH, total residual chlorine, and receiving waterbody. Include a map showing the location of the discharge.
- Transmittal Form. Obtain from MADEP web site (use link above). Each transmittal form has a unique number and is used to track the permit status. **A transmittal form must have a transmittal number or it will become lost in the system.** A fee is required unless owner is exempt (see transmittal form). Include a copy of the check.

Send this package to: Massachusetts Department of Environmental Protection  
Division of Watershed Management  
627 Main Street, 2<sup>nd</sup> floor  
Worcester, MA 01608

b. Transmittal Form and check package: Send the check and a copy of the transmittal form to the address indicated on the transmittal form

**c. EPA Application package: Send the same package as described in paragraph a. above except the transmittal form and check copy to EPA:**

Send this package to: EPA New England  
1 Congress Street, Suite 1100  
Boston, MA 02114-2023  
ATTN: Olga Vergara

Olga Vergara can be reached at 617-918-1519, fax 617-918-2064, or email [vergara.olga@epa.gov](mailto:vergara.olga@epa.gov).

EPA will issue the Discharge Monitoring Reports (DMRs). If you have any questions, contact Marie McDonald at 617-918-1878 or e-mail [mcdonald.marie@epa.gov](mailto:mcdonald.marie@epa.gov).



## Massachusetts Department of Environmental Protection

# Addresses and Phone Numbers

DEP Boston  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 292-5500  
Fax: (617) 556-1049  
TDD: (617) 574-6868

William X. Wall Experiment Station  
37 Shattuck Street  
Lawrence, MA 01843  
Fax: (978) 688-0352  
*Division of Environmental Analysis*  
Telephone: (978) 682-5237  
*Air Quality Surveillance*  
Telephone: (978) 975-1138

Office of Watershed  
Management  
627 Main Street  
Worcester, MA 01608  
Telephone: (508) 792-7470  
Fax: (508) 839-3469

DEP Western Region  
436 Dwight Street  
Suite 402  
Springfield, MA 01103  
Phone: (413) 784-1100  
Fax: (413) 784-1149



Adams  
Agawam  
Alford  
Amherst  
Ashfield  
Becket  
Belchertown  
Bernardston  
Blandford  
Brimfield  
Buckland  
Charlemont  
Cheshire  
Chester  
Chesterfield  
Chicopee  
Clarksburg

Colrain  
Conway  
Cummington  
Dalton  
Deerfield  
Easthampton  
East Longmeadow  
Egremont  
Erving  
Florida  
Gill  
Goshen  
Granby  
Granville  
Great Barrington  
Greenfield  
Hadley

Hampden  
Hancock  
Hatfield  
Hawley  
Heath  
Hinsdale  
Holland  
Holyoke  
Huntington  
Lanesborough  
Lee  
Lenox  
Leverett  
Leyden  
Longmeadow  
Ludlow  
Middlefield

Monroe  
Montague  
Monterey  
Montgomery  
Monson  
Mount Washington  
New Ashford  
New Marlborough  
New Salem  
North Adams  
Northampton  
Northfield  
Orange  
Otis  
Palmer  
Pelham  
Peru

Pittsfield  
Plainfield  
Richmond  
Rowe  
Russell  
Sandisfield  
Savoy  
Sheffield  
Shelburne  
Shutesbury  
Southampton  
South Hadley  
Southwick  
Springfield  
Stockbridge  
Sunderland  
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Tyringham  
Wales  
Ware  
Warwick  
Washington  
Wendell  
Westfield  
Westhampton  
West Springfield  
West Stockbridge  
Whately  
Wilbraham  
Williamsburg  
Williamstown  
Windsor  
Worthington

DEP Central Region  
627 Main Street  
Worcester, MA 01608  
Phone: (508) 792-7650  
Fax: (508) 792-7621  
TDD: (508) 767-2788



Acton  
Ashburnham  
Ashby  
Athol  
Auburn  
Ayer  
Barre  
Bellingham  
Berlin  
Blackstone  
Bolton  
Boxborough  
Boylston  
Brookfield

Charlton  
Clinton  
Douglas  
Dudley  
Dunstable  
East Brookfield  
Fitchburg  
Gardner  
Grafton  
Groton  
Harvard  
Hardwick  
Holden  
Hopedale

Hopkinton  
Hubbardston  
Hudson  
Holliston  
Lancaster  
Leicester  
Leominster  
Littleton  
Lunenburg  
Marlborough  
Maynard  
Medway  
Mendon  
Milford

Millbury  
Millville  
New Braintree  
Northborough  
Northbridge  
North Brookfield  
Oakham  
Oxford  
Paxton  
Pepperell  
Petersham  
Phillipston  
Princeton  
Royalston

Rutland  
Shirley  
Shrewsbury  
Northborough  
Southbridge  
Spencer  
Sterling  
Stow  
Sturbridge  
Sutton  
Templeton  
Townsend  
Tyngsborough  
Upton

Uxbridge  
Warren  
Webster  
Westborough  
West Boylston  
West Brookfield  
Westford  
Westminster  
Winchendon  
Worcester

DEP Southeast Region  
20 Riverside Drive  
Lakeville, MA 02347  
Phone: (508) 946-2700  
Fax: (508) 947-6557  
TDD: (508) 946-2795



Abington  
Acushnet  
Attleboro  
Avon  
Barnstable  
Berkley  
Bourne  
Brewster  
Bridgewater  
Brockton  
Carver  
Chatham  
Chilmark

Dartmouth  
Dennis  
Dighton  
Duxbury  
Eastham  
East Bridgewater  
Easton  
Edgartown  
Fairhaven  
Fall River  
Falmouth  
Foxborough  
Franklin

Freetown  
Gay Head  
Gosnold  
Halifax  
Hanover  
Hanson  
Harwich  
Kingston  
Lakeville  
Mansfield  
Marion  
Marshfield  
Mashpee

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Nantucket  
New Bedford  
North Attleborough  
Norton  
Norwell  
Oak Bluffs  
Orleans  
Pembroke  
Plainville  
Plymouth  
Plympton

Provincetown  
Raynham  
Rehoboth  
Rochester  
Rockland  
Sandwich  
Scituate  
Seekonk  
Sharon  
Somerset  
Stoughton  
Swansea  
Taunton

Tisbury  
Truro  
Wareham  
Wellfleet  
West Bridgewater  
Westport  
West Tisbury  
Whitman  
Wrentham  
Yarmouth

DEP Northeast Region  
1 Winter Street  
Boston, MA 02108  
Phone: (617) 654-6500  
Fax: (617) 556-1049  
TDD: (617) 574-6868



Amesbury  
Andover  
Arlington  
Ashland  
Bedford  
Belmont  
Beverly  
BillERICA  
Boston  
Boxford  
Braintree  
Brookline  
Burlington  
Cambridge  
Canton  
Carlisle

Chelmsford  
Chelsea  
Cohasset  
Concord  
Danvers  
Dedham  
Dover  
Dracut  
Essex  
Everett  
Framingham  
Georgetown  
Gloucester  
Groveland  
Hamilton  
Haverhill

Hingham  
Holbrook  
Hull  
Ipswich  
Lawrence  
Lexington  
Lincoln  
Lowell  
Lynn  
Lynnfield  
Malden  
Manchester-By-The-Sea  
Marblehead  
Medfield  
Medford  
Melrose

Merrimac  
Methuen  
Middleton  
Millis  
Milton  
Nahant  
Natick  
Needham  
Newbury  
Newburyport  
Newton  
Norfolk  
North Andover  
North Reading  
Norwood  
Peabody

Quincy  
Randolph  
Reading  
Revere  
Rockport  
Rowley  
Salem  
Salisbury  
Saugus  
Sherborn  
Somerville  
Stoneham  
Sudbury  
Swampscott  
Tewksbury  
Topsfield

Wakefield  
Walpole  
Waltham  
Watertown  
Wayland  
Wellesley  
Wenham  
West Newbury  
Weston  
Westwood  
Weymouth  
Wilmington  
Winchester  
Winthrop  
Woburn



**Massachusetts Department of Environmental Protection**  
**Bureau of Resource Protection – Watershed Permitting Program**

**BRP WM 11**

**Request for General Permit Coverage**

Surface Water Discharge Of Non-Contact Cooling Water

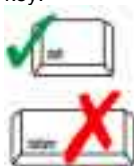
Transmittal Number \_\_\_\_\_

Date Received \_\_\_\_\_

## A. Facility Information

**Important:**

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Project owner:

Name

Street Address/PO Box

City

State

Zip Code

Contact Person

Telephone Number

2. Project operator (if different from above):

Name

Street/PO Box:

City

State

Zip Code

Contact Person

Telephone Number

3. Facility data (attach topographic map or other map showing facility location):

Name

Street/ PO Box

Email address (optional)

City

Telephone Number

State

Zip Code

Contact Person

4. Standard Industrial Codes (SIC) and description:

Standard Industrial Code (SIC)

Description



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**Request for General Permit Coverage**

Surface Water Discharge Of Non-Contact Cooling Water

Transmittal Number \_\_\_\_\_

Date Received \_\_\_\_\_

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**B. Effluent Characteristics**

Refer to general permit in Federal Register Volume 65, Number 80, April 25, 2000, page 24195-24211:

|  | Average Monthly | Maximum Daily |
|--|-----------------|---------------|
| Flow, gpd [ $< 1$ MGD]   | _____           | _____         |
| Temperature  | _____           | _____         |
| [Warm water fishery must be $< 83^{\circ}\text{F}$ ( $28.3^{\circ}\text{C}$ )]<br>[Cold water fishery effluents must be $< 68^{\circ}\text{F}$ ( $20^{\circ}\text{C}$ )] |                 |               |
| pH (freshwater 6.5-8.3, saltwater 6.5-8.5)   | _____           | _____         |

Total Residual Chlorine (for potable water supply source only):

Water source of non-contact cooling water (e.g., municipal, stream withdrawal):

Receiving waterbody:

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**C. Certifications**

1. The applicant certifies that the discharge consists solely of non-contact cooling water to reduce temperature, and does not come in direct contact with any raw materials, intermediate product, waste product (other than heat), or finished product.

☐ Yes ☐ No

2. The applicant certifies that no biocides or other chemical additives for any purpose are used in the non-contact cooling water.

☐ Yes ☐ No

I certify that the discharge for which I am seeking coverage under the general permit consists solely of non-contact cooling water. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on inquiry of the persons or persons directly responsible for gathering the information, I certify that the information is, to the best of my knowledge and belief, true, accurate, and complete. I certify that I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Date \_\_\_\_\_